

The regular monthly meeting of the Altoona Water Authority Board of Directors was held on Thursday, February 15, 2018 in the Board room at the Administrative Office. Vice-Chairman Neugebauer called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Attendance:

Mr. Neugebauer, Mr. Ake, Mrs. Marcinko & Mr. Strohm were present, constituting a quorum in accordance with AWA Bylaws. All AWA Board of Directors meetings are conducted in accordance with the PA Sunshine Laws. Also in attendance were Consulting Engineer, Mark Glenn, Solicitors, David Consiglio and David Gaines, AWA Staff, Mark Perry, Mike Sinisi, Gina DeRubeis, Ron Becher, Todd Musser and Kathy Gabella.

Public Comment:

None

Nomination of Officers:

The nomination of officers was tabled until the March meeting. There was discussion concerning Mr. Neugebauer will out of town for the March meeting. He asked that someone else run the meeting and he would attend by phone. Discussion followed and it was decided Mr. Neugebauer would run the meeting by phone.

Approval of the Minutes:

Mrs. Marcinko made a motion to approve the minutes of the January 18, 2018 meeting. Mr. Strohm seconded the motion. Mr. Neugebauer called the question. After some discussion the minutes were approved as submitted. The motion passed with a vote of 4-0.

Unfinished Business:

1. Short term borrowing – at last month's meeting it was decided to do an RFP for a short term loan for the capital expenditures for 2018 and 2019. There were five (5) proposals received with the rates being a little higher due to the subordinate nature of the loan. There were several rates lower than the original rate. Some proposals included conditions such as bank fees and some have a primary deposit relationship. PFM recommends the proposal from M&T Bank which is a variable rate based on several options based on the LIBOR for one (1) month, six (6) months and one (1) year. The financial advisor recommends going with the six (6) month LIBOR which is a 3.09%.
2. Bellwood Treatment Plant – the presentation for the Bellwood Treatment Pilot study has been postponed until the March meeting.

Requisition Approval:

Mr. Neugebauer asked Mrs. DeRubeis for the Financial Report and the Requisitions/Authorizations. Mrs. DeRubeis gave her report and then asked for approval of the following requisitions.

Requisitions #79-80 Water Division Construction Fund totaling - \$13,399.00

Requisition #2015-37 Water Division Capital Project Fund totaling - \$34,943.26

Mrs. Marcinko made a motion to approve the requisitions. Mr. Ake seconded the motion. Mr. Neugebauer called the question. Motion passed with a vote of 4-0.

New Business:

1. Eric and Michelle Moore Easement – this easement is located on Lee Drive where there are two (2) mains that dead end. The easement will allow the Authority to tie in the two (2) mains and loop it together to improve the water quality. The Authority will pay \$400.00 for this particular easement.
2. This easement is part of a project that will consist of two thousand eight hundred (2,800) feet of eight-inch (8") ductile iron pipe to replace a cluster of different sized cast iron and AC pipe. This part of the system breaks approximately six (6) times a year. Changing the route through the easement area will be more cost effective due to staying out of the PennDOT right-of-way and it will reduce the number of stream crossings and the repaving of an entire lane for PennDOT. The Authority will pay \$10,000.00 for this easement.
3. The Authority has been accident free for one (1) year which is a new record. This helps with bringing the workers' comp premium down. This has been accomplished by implementing several things; safety training is required monthly by each department; an incentive program has been put into practice by giving out Sheetz \$10.00 gift cards for every thirty (30) days of being accident free. After ninety (90) days there is a drawing of ten (10) names and each of those ten (10) people receive \$100.00. Overall awareness and keeping things fresh is also attributed to attaining this record.

At one point the Authority had to carry its insurance through the (SWIF) State Workers Insurance Fund. The state fund is only used when no one else will provide insurance. Safety awareness and safety practices have come a long way. Employees are wearing ice grippers to help minimize the number of slips, trips and falls during the winter. There are many hazardous situations the employees of the Authority encounter. By keeping safety in the forefront the employees are working much safer and are being more attentive to their surroundings.

The Board of Director's would like to congratulate all the employees for making it an entire year with no recordable accidents.

Resolutions:

1. Resolution #18-02-874 – to authorize the Chairman or Vice-Chairman and the Secretary, Assistant Secretary or Treasurer to execute the Deed of Easement Agreement between Eric and

Michelle Moore and the Altoona Water Authority for lands located at 324 Lee Drive, Tipton, PA tax parcel #03.00-12A-105.00 for the construction, installation, repair and maintenance of a water line.

2. Resolution #18-02-875 to authorize the Chairman or Vice-Chairman and the Secretary or Assistant Secretary or Treasurer to execute the Deed of Easement Agreement between 764 Realty LP and the Altoona Water Authority for lands located at 3600 Colonial Drive, Duncansville, PA, tax parcel #02.00-12-052.00 for the construction, installation, repair and maintenance of a water line.

Mrs. Marcinko made a motion to approve Resolutions #18-02-874 & #18-02-875. Mr. Ake seconded the motion. Mr. Neugebauer called the question. Motion passed with a vote of 4-0.

3. Resolution #18-02-876 to approve a loan proposal and related loan agreement, between this Authority and Manufacturers and Traders Trust Company; approving the issuance to such bank of a 2018 Water Revenue Note, in the maximum principal amount of \$3,400,000.00; designating the note as a qualified tax-exempt obligation; and authorizing other appropriate documents and actions.

Mr. Strohm made a motion to approve Resolution #18-02-876. Mr. Ake seconded the motion. Mr. Neugebauer called the question. Motion passed with a vote of 4-0.

Other Business:

1. Billing/Customer Service Office Hours – in an attempt to gain work efficiency, staff decided to change the hours of operation for the billing department. The board expressed concerns on how best to accomplish this task. After verbalizing their concerns about the hours of operation; staff changed the hours for the lobby to be open from 8:00 a.m. to 3:00 p.m. Monday through Friday. March 1, 2018 is the effective date for this change. Any comments, concerns or complaints will be kept and the board will be updated on this after a testing period has been completed.
2. There will be an advertisement in Saturday's paper for bids on two (2) rubber dams for the Impounding Dam and Lake Altoona. Bridgestone manufactured the inflatable dams that are currently in use. Bridgestone no longer fabricates rubber dams, however there is a company made up of several former employees of Bridgestone that manufacture them. The Authority will use those specifications. Bids should be received and opened on March 15, 2018. The bid would be awarded at the March 22, 2018 meeting and the delivery date would be October 1, 2018.

Media Questions

The board and staff addressed questions from Bill Kibler from the Altoona Mirror.

Executive Session:

There was an executive session called for Legal & Personnel Issues

Adjournment:

No further business was brought before the Board. The meeting was adjourned at 10:17 a.m. The next meeting will be held on Thursday, March 22, 2018 at 9:00 a.m. in the Board Room at the Administrative Office Building located at 900 Chestnut Avenue.



Secretary/Assistant Secretary

/klg